

Training Conference

January 22-23, 2018

Ft. Lauderdale, Florida

Course Name	Seminar ID #	Start	End	Fee
Crisis Intervention	15301	Jan 22	Jan 23	\$350
Body Cameras, Drones & Emerging Law Enforcement Legal Trends	15304	Jan 22	Jan 23	\$350
Investigation of Childhood Injury and Death	15305	Jan 22	Jan 23	\$350
PREA Investigation Training for Allegations of Inmate Sexual Abuse	15306	Jan 22	Jan 23	\$350
Remedying Gang Violence Through Strategic Policing Summary	15308	Jan 22	Jan 23	\$350
Fentanyl: Current Drug Trends and Officer Safety	15309	Jan 22	Jan 23	\$350
Courtroom Security and Threat Assessment	15310	Jan 22	Jan 23	\$350
Investigating Citizen Complaints & Officer Misconducts for Supervisors	15307	Jan 22	Jan 23	\$350

~ 2 WAYS TO REGISTER ~

Online: www.patc.com

Phone: 1-800-365-0119 - Our representatives will gladly assist you

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February 12, 13 & 14, 2018 • Columbus, Ohio

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice
Public Safety Continuing Education

Sponsored By:

Columbus Police Department

Columbus, Ohio

Training Seminar “Recruiting, Hiring and Officer Retention”

Instructor:

Harvey Finkel, Master Police Officer (Retired)

Harvey served 14 years with the City of Charlottesville Police Department retiring in 2015 as a Master Police Officer. Harvey participated in over 60 hiring processes with the Charlottesville Police Department coordinating all phases from application to on boarding for new employees. He has experience as a recruiter, Hiring Manager and Background Investigator. For 10 years Harvey held a Crime Prevention Specialist (CPS) certification in Virginia which included qualification as a General Instructor. He taught Crime Prevention with the Virginia Crime Prevention Association and assisted the Virginia Department of Criminal Justice Services as an instructor for their Basic Crime Prevention course. A frequent instructor with the regional police academy both at their basic Law Enforcement Academy and for the In Service Program required for LEO continuing certification. Harvey holds an instructor certificate from the National Rifle Association for 3 curriculums.

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Columbus, Ohio

Register online at: www.patc.com

“Recruiting, Hiring and Officer Retention”

Course Overview

The Recruiting, Hiring and Officer Retention course is segmented into four distinct training modules. The recruiting module will train the hiring officer/personnel on how to attract the best talent pool with diversity in mind. Next, the hiring module will discuss how to effectively work with Human Resources in order to conduct testing and interviewing. The background investigation module will then teach the individual how to properly administer a background investigation on potential job candidates. The final training module is retention, after you hire the individual, the best methods of to retain the talent will be detailed.

Recruiting

Recruiting with Diversity in mind

The goal of the recruiting component is to identify and attract talent from a diverse pool and to ensure that every candidate is treated fairly throughout the hiring process. Most recruiters focus on identifying and attracting talent for the organization. However, the recruiting manager must be equally concerned that once talented candidates are identified – especially diverse candidates – they have a rewarding experience in their interactions with the organization. They must ensure that the application and screening processes are bias-free and that hiring

Hiring

Define your process in a policy....Protect yourself!

Partners in the process: buy in from your city/county HR department ask them to assist you! Proctor the process so that it is fair and unbiased. Review your plans with them. Treat HR as your ally not the enemy. Community Involvement – if your agency has issues with the appearance of not being fair, ask your community leaders to become involved.

Retention

Many recruiting managers believe their job is complete when new diverse candidates are hired. However, when you consider that organizations often spend tens of thousands of dollars to hire a single candidate, retention can be essential to the financial bottom line. Therefore, it is important for the recruiting manager to ensure their organization has strong on-boarding (orientation), mentoring, employee development and career counseling processes. In addition, the manager should assess the need for employee support groups and recommend the creation of ones deemed necessary.

Background Investigations

Background investigators must be knowledgeable about all applicable local, state, and federal fair employment laws. They must be conversant in the legal requirements for appointment to the positions in question. They must heed all agency policies, practices, and operational limitations. They must base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they must do so with consistency and without bias. They must be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.

How do we treat a background investigation: Treat this process as you would any investigation, it is confidential, do not talk about this with anyone that does not have a need to know. Speak only to your supervisor or another investigator should you require advise or consul on information developed.

Seminar Agenda “Recruiting, Hiring and Officer Retention”

February 12, 13 & 14, 2018 • Columbus, Ohio

Monday, February 12, 2018

8:00 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 10:30 a.m.	Recruiting and Why we do it
10:30 a.m. – 12:00 p.m.	The Recruiting Team and Budget
12:00 p.m. – 1:00 p.m.	Lunch (On Your Own)
1:00 p.m. -2:30 p.m.	Why we go places and where
2:30 p.m. – 3:30 p.m.	Recruiting Workshop – Develop a Plan
3:30 p.m. – 4:30 p.m.	Plan Reviews and On to Hiring

Tuesday, February 13, 2018

8:00 a.m. – 10:00 p.m.	Steps to effective Hiring
10:00 a.m. – 12:00 p.m.	Hiring – Applications, Personal History Statements and Review
12:00 p.m. – 1:00 p.m.	Lunch (On Your Own)
1:00 p.m. – 2:30 p.m.	Testing Pro’s and Con’s ...Who Goes Forward
2:30 p.m. – 4:00 p.m.	Interviews and After

Wednesday, February 14, 2018

8:00 a.m. – 10:00 a.m.	Background Investigations and Why do them
10:00 a.m. – 11:00 a.m.	Folders, Documents and Checking References
11:00 a.m. – 11:30 a.m.	Results of the Background and Retention
11:30 a.m. – 12:00 p.m.	Certificate Presentation

Cut Along Dotted Line

3 Ways to Register for a Seminar!

1. **On-line Registration** at www.patc.com — Yellow/Blue link in corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

	Public Agency Training Council 5235 Decatur Blvd Indianapolis, Indiana 46241	
*NEW	Federal ID# 47-4078912	*NEW

*** Pre-payment is not required to register ***

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)
800-365-0119 (Outside Indianapolis)



Seminar Title:	Recruiting, Hiring and Officer Retention	Seminar ID #15352
Instructor:	Harvey Finkel	
Seminar Location:	Columbus, Ohio Division of Police Training Academy 1000 North Hague Avenue Columbus, Ohio 43204-2121	
When:	February 12, 13 & 14, 2018	Note: To receive special room rates, please identify yourself with Columbus Police Training
Registration Time:	8:00 A.M. (February 12, 2018)	
Hotel Reservations:	Drury Inn 88 East Nationwide Blvd Columbus, Ohio 43215 1-614-221-7008 \$88.00 Single or Double (plus tax)	
Registration Fee:	\$325.00 Includes Recruiting , Hiring and Officer Retention Course Material, Coffee Breaks, and Certificate of Completion.	

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** ____ **Zip** _____

Email _____

Phone _____

Fax _____